



NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

ARNG-HRH

11 JAN 2011

MEMORANDUM FOR The Military Personnel Management Officers of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia

SUBJECT: Revised Policy and Procedures for Submitting Applications to Enroll in the United States Army Resident/Non-Resident Sergeants Major Course (ARNG-HRH Policy Memorandum # 11-001)

1. References.

- a. Army Regulation 600-8-19, Enlisted Promotions and Reductions, 30 April 2010.
- b. Army Regulation 350-1, Army Training and Leader Development, 18 December 2009.
- c. National Guard Regulation 600-200, Enlisted Personnel Management, 31 July 2009.
- d. Memorandum, NGB-ARH # 06-024, 29 March 2006, subject: United States Army Sergeants Major Academy Policy (USASMA).

2. Effective immediately, the following procedures will be followed for enrollment in the Resident/Non-Resident Sergeants Major Course. DA Form 7432 - SMC Administrative Data Sheet (see enclosure 1) replaces the previous enrollment application (DA Form 4187, Personnel Action). States will submit DA Form 7432, the revised Statement of Agreement (see enclosure 2) and the following supporting documentation.

- a. DA Form 1059, Service School Academic Evaluation Report - provided upon graduation from all phases of the Senior Leader Course or ANCOC or applicable waiver for courses not available.
- b. DA Form 705, Army Physical Fitness Test Scorecard - completed within 12 months for Traditional Soldiers or Technicians, or 6 months for AGR Soldiers.
- c. DA Form 3349, Physical Profile - as applicable; Soldiers with permanent profiles with a code "3" require proof of MMRB evaluation.
- d. DA Form 5500/5501, Body Fat Content Worksheet - if applicable.

ARNG-HRH

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- e. State promotion list - copy of list in effect at the time of application for the course.
3. Completion requirements for the majority of DA Form 7432 are self explanatory; however:
- a. Blocks 9, 10a, 10b, 10c, do not apply to the ARNG and will be marked by Soldier as N/A.
 - b. Block 13a will contain the JFHQ designation for T32 or G-Staff designation for ARNG T10 personnel.
 - c. Block 13b will contain the applicable address for designation shown in 13a.
 - d. Blocks 13c-e will contain the JFHQ or G-Staff designation, state and zip code as reference in block 13a.
 - e. Block 13f will contain the State CSM name for T32 or G-Staff SGM name for T10 personnel.
 - f. The block marked "For ARNG Use Only" has several uses.
 - (1) States will indicate the Soldier's status (i.e.: Traditional, AGR, Mil Tech).
 - (2) States are authorized to use this block for subordinate CSM concurrence.
 - (3) Applications submitted by T10 AGR personnel will be endorsed by their senior field representative (NCO) and/or G-Staff SGM for concurrence with block 14 and final certification by the ARNG CSM.
4. Based on the high demand and limited training seats in the Resident/Non-Resident Sergeants Major Course, States are encouraged to ensure only those applications of MSGs/1SGs with a high probability of being selected for promotion are forwarded for consideration.
5. Also, in order to complete the course and meet the two-year service obligation requirement incurred at the completion of the course; only those MSGs/1SGs who have not reached their 56th birthday by the date of application are eligible to apply for the

ARNG-HRH

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Resident/Non-Resident Sergeants Major Course. MSGs/1SGs applying for the resident course must enter the course prior to reaching their 57th birthday.

6. Enrollment applications will be submitted by e-mail only to the USASMA Mailbox, USASMA-Enrollment@ng.army.mil. Upon receipt and approval of the application; ARNG-TR will notify the applicant's State via a confirmation of acceptance e-mail and instruct them to have their State Quota Source Manager (SQSM) submit an application for approval through ATRRS.

7. This policy supersedes the 2006 policy memorandum referenced in paragraph 1d.

8. The point of contact is LTC Charles G. Stephenson, Chief, Enlisted Policy Branch, at DSN 329-2686, (703) 601-2686, or charles.stephenson1@us.army.mil.

2 Encl
as



DENNIS P. CHAPMAN
COL, IN
Chief, Personnel Policy Division

STATEMENTS OF AGREEMENT AND CERTIFICATION

1. I understand that the service obligations are two years after completion of the Resident Sergeants Major Course and two years after graduation from the Resident Phase of the Non-Resident Sergeants Major Course (AR 350-1 or AR 135-200) or two years after promotion to SGM (IAW AR 600-8-19, para 7-8a(2)), whichever is later.

Soldier Initials _____

2. I have been counseled and understand that if I fail to complete this course, I may be barred from reenlistment, extension of enlistment, or recommended for separation from service. I further understand that, if I am a Master Sergeant or First Sergeant, and I do not complete the course for reasons other than extreme hardship, I will be removed from the promotion list administratively and will not be eligible for future consideration for promotion to Sergeant Major or be eligible to apply for/attend the course in the future (IAW AR 600-8-19, para 1-27).

Soldier Initials _____

3. I understand that if I am promoted to Sergeant Major, the promotion is conditional upon my graduation from the U.S. Army Sergeants Major Course. I further understand that I will be reduced without board action or appeal if I fail to complete the course for any reason (IAW AR 600-8-19, para 1-27). Additionally, I understand that I will be reduced without board action for my failure to apply for (log on and register) and enter (start the courseware) for the Phase I NR SMC for the class in which I was enrolled. I will not be authorized to move from the NR SMC class in which I was enrolled to the next NR SMC Class.

Soldier Initials _____

4. I have read and understand the requirements for enrollment and the related actions for the United States Army Sergeants Course. I understand my responsibilities and obligations.

Soldier Signature and date: _____

CERTIFICATION

I certify that this Soldier meets the requirements of Army Regulations, Army National Guard Regulations, and policies in effect at the time of application.

Title 32 Certification (M-Day, Tech, AGR):

STATE CSM _____

OR

Title 10 Certification:

Sr Field Rep SGM/CSM (if applicable):

G-Staff SGM:

ARNG CSM _____

SERGEANTS MAJOR COURSE ADMINISTRATIVE DATA SHEET

For use of this form, see AR 600-8-19; the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-19, Enlisted Promotions and Reductions.

PRINCIPAL: To obtain and submit data to the United States Army Sergeants Major Academy (USASMA) for United States Army Reserves (USAR) and Army National Guard (ARNG) soldiers who are selected for the Sergeants Major Course (SMC).

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply to this system.

DISCLOSURE: Voluntary. However, failure to provide all the requested information may prohibit admission into the Sergeants Major Course for eligible soldiers.

1a. LAST NAME		1b. FIRST NAME		1c. MI	
2. SEX		3. RANK	4. APFT (SCORE and DATE)		
5. DOR (YYYYMMDD)	6. DOB (YYYYMMDD)	7. PEBD (YYYYMMDD)	8. PMOS		
9. DATE APPOINTED TO CSM <i>(If applicable)</i> (YYYYMMDD) NOT APPLICABLE		10a. IF CSM, LEVEL OF COMMAND <i>(Bn, Grp, Bde, etc.)</i> NOT APPLICABLE		10b. COMP (USAR) N/A	10c. CAT (TPU) N/A
11a. HOME STREET ADDRESS		11b. CITY		11c. STATE	11d. ZIP CODE
11e. HOME TELEPHONE	11f. BUSINESS TELEPHONE	11g. FAX TELEPHONE		11h. E-MAIL ADDRESS (AKO)	
12a. UNIT NAME		12b. STREET ADDRESS		12c. CITY	
12d. STATE	12e. ZIP CODE	12f. UNIT COMMANDER NAME AND RANK			
12g. UNIT TELEPHONE		12h. UNIT FAX TELEPHONE		12i. UNIT E-MAIL ADDRESS	
13a. RRC/DRC/ARCOM NAME <i>(e.g. 99th rsc, 108th Div, 7th ARCOM)</i> JFHQ DESIGNATION FOR THE STATE (T32) OR G-STAFF DESIGNATION FOR ARNG (T10)			13b. RRC/DRC/ARCOM STREET ADDRESS APPLICABLE ADDRESS FOR 13a		
13c. RRC/DRC/ARCOM CITY AS APPLICABLE FOR 13a		13d. STATE Ref 13a	13e. ZIP CODE Ref 13a	13f. RRC/DRC/ARCOM CSM'S NAME STATE CSM or G-STAFF SGM	
14. SMC PREFERENCE <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> RESIDENT COURSE <input type="checkbox"/> CORRESPONDING STUDIES <i>(Non-resident)</i> </div> <p style="text-align: center; margin-top: 10px;">I understand that I must meet the weight standards and pass the Army Physical Fitness Test (APFT).</p>					
FOR ARNG USE ONLY FOR T10 NCOs: SR FIELD REP (NCO) CONCURRENCE WITH BLOCK 14 SELECTION; G-STAFF SGM CONCURRENCE W/BLK 14 FOR T32: STATE CSMs MAY ELECT TO USE THIS BLOCK FOR SUBORDINATE CSM CONCURRENCE.					
15a. SOLDIER'S SIGNATURE				15b. DATE (YYYYMMDD)	